

**Section A**  
**GENERAL TRANSACTIONS**

## Section Overview

**Introduction** This section will guide you through the Active Duty transactions in SDAII.

**Contents** Sorted by Action Code/Page Number

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P102	Change Cost Center	P102	BCP	2-A-7
P105	Establish Officer as Aviator	P105-AV	BBH	2-A-9
	Exhibit 2-A-1, Aviation Service Information		AEA	2-A-12
P154	Agree to Extend Enlistment	expextag	AEA	2-A-18
P159	Agree to Re-extend Enlistment	expextag	AEA	2-A-22
P176	Retained Beyond Normal Expiration of Enlistment	expretn	AEF	2-A-25
P187	Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	expcan	AEG	2-A-28
P192	Report Additional Active Duty Authorized	See	Chapter	2-B
P193	Immediate Recall From Retirement - No Break in Service	P193	ADE	2-A-31
P198	Begin Extension of Enlistment	expextbe	AEB	2-A-35
P199	Begin Re-extension of Enlistment	expextbe	AEB	2-A-37
P203	Discharge	See	Chapter	8
P214	Appointment Terminated	See	Chapter	8
P216	Resume Enlisted Status Upon Termination As A Temp Officer	See	Page	2-A-42
P230	Record Reserve MGIB Eligibility Status	See	Chapter	2
P231	Declare Member Missing	P231	BCC	2-A-44
P232	Return Member From Missing	P232	BCE	2-A-46
P240	Declare Member A Deserter	P240	AIF	2-A-47
P253	Cancel Enlistment	See	Chapter	8
P266	Report Death Of A Member	P266	BCB	2-A-49
304	Change Qualification Code for Enlisted Personnel	304-Q	BBF	2-A-50
304	Change Aviator Qualification	304-AV	BBB	2-A-53
305	Record Award Information	305	BCH	2-A-55
320	Report Scores From ASVAB Retest	reasvab	BBI	2-A-57
324	Change Education Level	324-edu	BBD	2-A-59
324	Completion of Degree Training	324-deg	BBC	2-A-61
324	Record Foreign Language Skill	324	BBG	2-A-63
325	Servicewide, CWO Specialty Information	325	BBK	2-A-65
333	Height/Weight Measurement	333	BCG	2-A-69
P341	Completed School	P341	BBE	2-A-71
P357	Member Became U. S. Citizen	miscmenu	BCD	2-A-75
P400	Begin Unauthorized Absence	P400	AIE	2-A-76

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Section Overview, Continued

**Contents,  
(Cont'd)**

**Sorted by Action Code/Page Number**

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P411	Member Returned From UA/Deserter	P411	AIG	2-A-78
P425	Remove Mark of Desertion	P425	AID	2-A-81
P555	Advancement/Adding Designator	See	Chapter	9
H600	Active Duty Enlistment/Reenlistment Bonus	BCMA	BCMA	2-A-83
P602	Suspend Remove Suspension or Stop SRB	P602	AJBK	2-A-85
P603	Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	AJAE	2-A-89
P603	Start Prorated BAS	padjpbas	AJBB	2-A-91
P603	Start Supplemental BAS	padjsbas	AJBC	2-A-92
P603	Start Fractional COLA	padjcola	AJBD	2-A-93
H604	Miscellaneous Credit to Member's Account	pactcred	AJE	2-A-95
H605	Advance Pay Paid Through PMIS/JUMPS <b>online</b>	mipaadup	AJAF	2-A-97
H605	Advance Pay and Allowances Paid Through PMIS/JUMPS <b>online</b>	mipaadup	AJAF	2-A-101
H605	Advance BAH Paid Through PMIS/JUMPS <b>online</b>	mipaadup	AJAF	2-A-106
H605	Advance Overseas Housing Allowance Paid Through PMIS/JUMPS <b>online</b>	mipaadup	AJAF	2-A-109
H605	Change Liquidation Schedule	pactchg	AJD	2-A-112
P606	Change BAH or BAQ/VHA	padjbaq	AJBF	2-A-115
P607	Start/Resume Pay and Allowances (Aviation Pay)	padjstrt	AJBA	2-A-122
P607	Start/Resume Pay and Allowances (Diving Duty Pay)	padjstrt	AJBA	2-A-126
P607	Start/Resume Pay and Allowances (Hardship Duty Pay-Location)	padjstrt	AJBA	2-A-129
P607	Start/Resume Pay and Allowances (Hostile Fire Pay This Month Only)	padjstrt	AJBA	2-A-132
P607	Start/Resume Pay and Allowances (Hostile Fire Pay Until Further Orders)	padjstrt	AJBA	2-A-135
P607	Start/Resume Pay and Allowances (Tax Exclusion This Month Only)	padjstrt	AJBA	2-A-138
P607	Start/Resume Pay and Allowances (Tax Exclusion Until Further Orders)	padjstrt	AJBA	2-A-141
P607	Start/Resume Pay and Allowances (Subsistence Pay)	padjstrt	AJBA	2-A-144
P607	Start/Resume Pay and Allowances (Cost Of Living Allowance)	padjstrt	AJBA	2-A-148
P607	Start/Resume Pay and Allowances (Career Sea Pay and Sea Pay Premium)	padjstrt	AJBA	2-A-152
P607	Start/Resume Pay and Allowances (Special Duty Assignment Pay)	padjstrt	AJBA	2-A-165
P607	Start/Resume Pay and Allowances (Responsibility Pay)	padjstrt	AJBA	2-A-168
P607	Start/Resume Pay and Allowances (Start VHA) (P607)	padjstrt	AJBA	2-A-171
P607	Start/Resume Pay and Allowances (Change Rental Charge For Inadequate Quarters)	padjstrt	AJBA	2-A-172
P607	Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Pay)	padjstrt	AJBA	2-A-175
P607	Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Pay)	padjstrt	AJBA	2-A-178
P607	Start/Resume Pay and Allowances (Start Change/Verify VHA Offset) (P608)	padjstrt	AJBA	2-A-180
P609	Start, Stop or Change OHA	padjoha	AJBH	2-A-182
P609	Start or Stop Interim Housing Allowance	P609iha	AJBJ	2-A-185

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Section Overview, Continued

**Contents,  
(Cont'd)**

**Sorted by Action Code/Page Number**

Action Code	SDA II Transaction	Fast Path ID	Menu Option	See Page
P612	Return From Confinement	See	Chapter	11
P616	End Absence Due To Alcohol and Drugs	P616	AIH	2-A-188
P620	Change BAS/Career Sea Pay	See	Chapter	6
P625	Stop Pay and Allowances	padjstop	AJBE	2-A-191
P633	Stop All Pay and Allowances Due to Fraudulent Enlistment	See	Chapter	8
P640	Member Placed In Confinement	See	Chapter	11
P644	Begin Absence Due To Alcohol and Drugs	P644	AIH	2-A-196
P671	Suspend Flight Pay/Terminate Aviator Status	padjsusp	AJBG	2-A-198
P800	Change Allotment Address	P800	AJAJ	2-A-200
P809	Elect/Decline SGLI	P809	BAD	2-A-204
P810	Family member Dental Coverage	mipadent	AJAH	2-A-207
P950	Report Physical Exam Findings	P950	BCI	2-A-211
L63B	Leave Authorization	leave	BCA	2-A-213
CG-4170A	Change in Dependency/Emergency Data/SGLI	depchg	BAA	2-A-216
L66B	Officer Uniform Allowance	mipaunif	AJAD	2-A-227
L6BB	Family Separation Housing/Family Separation Allowance	mipafsa	AJAG	2-A-229
L6EB	Tax Information-Mailing Address	mipatax	AJAI	2-A-235
L6EB	State Tax Information	mipatax	AJAI	2-A-238
L6EB	Federal Tax Information	mipatax	AJAI	2-A-241
L6FB	Statement of Intent for Discharge, RELAD, Retirement	soisep	ACA	2-A-244
L6FB	Statement of Intent for Extension/Re-extension, Reenlistment, Retention, Recall	soisep	ACB	2-A-250
L6GB	Payment Option Election	mipapoe	AJAC	2-A-255
L6JB	ASVAB Scores	asvab	BBA	2-A-259
L6KB	Clothing and Small Stores Checkage	pactstor	AJF	2-A-263
L76B	Assignment Data Maintenance	asgd	BCK	2-A-266
L6DB	Start, Stop, Change Allotments or Bonds	See	Chapter	20
DD-214	Certificate of Release or Discharge From Active Duty	DD214	AEH	2-A-272
*****	Member's Locally Created Data	BCMB	BCMB	2-A-282

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Section Overview, Continued

**Contents,**                      **Sorted by SDAII Transaction Title**  
**(Cont'd)**

<b>SDA II Transaction</b>	<b>Action Code</b>	<b>Fast Path ID</b>	<b>Menu Option</b>	<b>See Page</b>
Active Duty Enlistment/Reenlistment Bonus	H600	BCMA	BCMA	2-A-83
Advance BAH Paid Through PMIS/JUMPS <b>online</b>	H605	mipaadup	AJAF	2-A-106
Advance Overseas Housing Allowance Paid Through PMIS/JUMPS <b>online</b>	H605	mipaadup	AJAF	2-A-109
Advance Pay and Allowances Paid Through PMIS/JUMPS <b>online</b>	H605	mipaadup	AJAF	2-A-101
Advance Pay Paid Through PMIS/JUMPS <b>online</b>	H605	mipaadup	AJAF	2-A-97
Advancement/Adding Designator	P555	See	Chapter	9
Agree to Extend Enlistment	P154	expextag	AEA	2-A-18
Agree to Re-extend Enlistment	P159	expextag	AEA	2-A-22
Appointment Terminated	P214	See	Chapter	8
Assignment Data Maintenance	L76B	asgd	BCK	2-A-266
ASVAB Scores	L6JB	asvab	BBA	2-A-259
Begin Absence Due To Alcohol and Drugs	P644	P644	AIH	2-A-196
Begin Extension of Enlistment	P198	expextbe	AEB	2-A-35
Begin Re-extension of Enlistment	P199	expextbe	AEB	2-A-37
Begin Unauthorized Absence	P400	P400	AIE	2-A-76
Cancel Enlistment	P253	See	Chapter	8
Cancellation of Previous Reported Agreement to Voluntarily Extend/Re-extend Enlistment	P187	expcan	AEG	2-A-28
Certificate of Release or Discharge From Active Duty	DD-214	DD214	AEH	2-A-272
Change Allotment Address	P800	P800	AJAJ	2-A-200
Change Aviator Qualification	304	304-AV	BBB	2-A-53
Change BAH or BAQ/VHA	P606	padjbaq	AJBF	2-A-115
Change BAS/Career Sea Pay	P620	See	Chapter	6
Change Cost Center	P102	P102	BCP	2-A-7
Change Education Level	324	324-edu	BBD	2-A-59
Change in Dependency/Emergency Data/SGLI	CG-4170A	depchg	BAA	2-A-216
Change Liquidation Schedule	H605	pactchg	AJD	2-A-112
Change Qualification Code for Enlisted Personnel	304	304-Q	BBF	2-A-50
Civilian/Supplemental Clothing Monetary Allowance Maintenance	P603	P603	AJAE	2-A-89
Clothing and Small Stores Checkage	L6KB	pactstor	AJF	2-A-263
Completed School	P341	P341	BBE	2-A-71
Completion of Degree Training	324	324-deg	BBC	2-A-61
Declare Member A Deserter	P240	P240	AIF	2-A-47
Declare Member Missing	P231	P231	BCC	2-A-44
Family member Dental Coverage	P810	mipadent	AJAH	2-A-207
Discharge	P203	See	Chapter	8

*Continued on next page*

Section A  
GENERAL TRANSACTIONS

## Change Qualification Code for Enlisted Personnel (304), Continued

### (Add and/or Delete Qual Codes)

**Fast Path ID and Data Entry** If not creating this transaction in an event, enter “304-Q” for Fast Path ID or press “BBF” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. Then press ‘GO’ again. Now begin entering information to change add and/or delete qualification codes for enlisted personnel.

Change Qualification Code for Enlisted Personnel (Screen 1 of 1)				
000-00-0000		GM3	CANNON, JOHN	
Effective Date: <u>11/19/1997</u>		Effective Time: <u>0001</u>	Entry Type:	
New Qual Code	Effective	Existing Code	Effective	Delete
<u>ES</u>	<u>11/10/1997</u> (Element Code 86)		1. <u>ER</u>	<u>11/12/1993</u>
<b>Y</b>	(Element code 85)			
<u>EP</u>	<u>11/10/1997</u> (Element Code 86)		2. <u>02</u>	<u>10/05/1991</u>
<b>N</b>	(Element code 85)			
<u>  </u>	<u>  </u> / <u>  </u> / <u>  </u> (Element Code 86)			3.
<u>  </u>	<u>  </u> / <u>  </u> / <u>  </u> (Element Code 86)			4.
		5.		
		6.		
		7.		
		8.		
		9.		
		10.		
		11.		
		12.		

Field	Action
Effective Date	Enter effective date of transaction.
Effective Time	Enter effective time of transaction.
Entry Type	This field is not updateable.
New Qual Code/ Existing Code	A maximum of 12 qualification codes may be entered in PMIS/JUMPS. If the 12 fields on PMIS Page 9 (Online Inquiry) are full, delete an existing code when entering a new one.
Effective Date	Enter the effective date next to codes to be deleted.
Delete	Enter “Y”

*Continued on next page*

## Change Qualification Code for Enlisted Personnel (304),

Continued

---

### **PMIS/JUMPS Effect**

The change qualification code for enlisted personnel transaction updates the following in PMIS/JUMPS:

- Page 9 (Education & Training Information) of the PMIS screens in the PMIS Data Base and has no effect on the segments in JUMPS.

---

### **Corrections and Deletions**

Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II system.

---

## Record Award Information (305)

---

**Purpose** This transaction is used to add or delete an award code.

---

**Reference** The following publications contain important information about awards and award codes. You may need to refer to them when preparing this transaction.

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Enclosure 10
- Medals and Awards Manual, COMDTINST M1650.25 (series)

---

**Transaction Built in SDA II** Record Award Information

---

**PMIS Transaction** 305

---

**Policies and Procedures** Information you need to know about this transaction:

- The award date is the date the award was approved by the award approving authority (not the award presentation date).
- Use the award codes in SDA II when filling out the Award Name Field.
- This transaction may be used to add and/or delete multiple awards, so long as the total number additions and/or deletions do not exceed ten.
- If you need to add and/or delete more than ten awards, submit an additional transaction with a later effective date.

---

**Beginning the transaction** Follow these steps to access the Record Award Information data input screen.

Step	Action
1	If not creating this transaction in an event, enter “305” for Fast Path ID or press “BCH” from the Main Menu Screen in SDA II.
2	Enter the member’s SSN or last name and press ‘GO’.
3	Press ‘GO’ again.

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Record Award Information (305), Continued

**Beginning the transaction** (cont'd) Here is an example of the Record Award Information screen, which will be displayed after you complete the steps to begin the transaction

Record Award Information (Screen 1 of 1)			
000-00-0000		SABM	DOE, JOHN
Effective Date: <u>10/06/1997</u>		Effective Time: <u>0001</u>	Entry Type:
Additions		Deletions	
Award Name and Date		Award Name and Date	
<u>HC</u>	<u>Coast Guard Achievem</u>	<u>04/01/1997</u>	___/___/___ (See Note Below)
___	___/___/___	___/___/___	___/___/___
___	___/___/___	___/___/___	___/___/___
___	___/___/___	___/___/___	___/___/___
<b>Note: Add Award Name and Date creates Element Code 01.</b>			
<b>Delete Award Name and Date creates Element Code 02.</b>			

**Data entry** This table describes the data entry fields and allowable entries.

Field	Action
Effective Date	The effective date of the transaction is the date the transaction is being created (the system will not allow an earlier date).
Effective Time	Enter effective time of transaction.
Additions Award Name and Date	Enter the Award Code and date. See 3PM Enclosure (10).
Deletions Award Name and Date	Enter the Award Code and date to delete. You must use the same date that appears in the PMIS database (page 3), (e.g. Date in PMIS is 910800, then enter 08/00/1997 in the date field of this transaction).

**PMIS/JUMPS Effect** This transaction updates the following in PMIS/JUMPS:

- Updates page 3 (Medals and Awards Information) of the PMIS screens in the PMIS Data Base and has no effects on the segments in JUMPS.

**Corrections and Deletions** Corrections and Deletions can be made to this transaction and are done in Transaction Review of the SDA II system.



## Completed School (P341)

---

**Purpose** This transaction is used to add and delete school completion information for all Coast Guard members into PMIS/JUMPS.

---

**Reference**

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 4
- Training and Education Manual, COMDTINST M1500.10 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
- Pay Manual, COMDTINST M7220.29 (series)

---

**Transaction Built in SDA II** Completed School

---

**PMIS Transaction** P341

---

**Policies and Procedures** Information you need to know about this transaction:

- This transaction allows the user to create multiple school completion transactions on a member.
- This transaction should only be used when there is supporting documentation that shows the member completed a school.
- If there is a qualification code that corresponds with the school completion code, then a qualification code should also be entered.
- The maximum number of qualification codes a member may have is 12.
- The maximum number of school codes a member may have in the PMIS/JUMPS database is 20.

---

**Fast Path ID and Data Entry** If not creating this transaction in an event, enter “P341” for Fast Path ID or press “BBE” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen should display.

School Completion Transactions (Screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date	Effective Time	Tran Status

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Completed School (P341), Continued

### Fast Path ID and Data Entry, Continued

After the above screen appears, press <F3>. This will allow you to create a School Completion transaction. The following screen should appear after you have pressed <F3>.

School Completion (screen 1 of 1)		
000-00-0000	SA	DOE, DONALD
Effective Date: 10/21/1999	Effective Time: 0001	
School Completed: 000027    Completion Date: 10/27/1999 <b>(Element Code 81)</b>		
Course Title: Environmental		
Delete School Code: _____    Completion Date: _____ <b>(Element Code 80)</b>		
Course Title:		
New Rating/Designator Due to Advancement: ____ <b>(Element Code 82)</b>		
Delete Qualification Code: ____ <b>(Element Code 85)</b>		
New Qualification Code: ____ <b>(Element Code 86)</b>		
New Qualification Date: __/__/____ <b>(Element Code 86)</b>		

### Fields

The following is a breakdown of the fields on the School Completed (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	This is the effective date the member completed school or is advanced. <b>This field will only create element code 84 if member is being advanced. If member is not being advanced then this field will not build element code 84.</b>
Effective Time	Enter the effective time.
Completion Date	Enter the date the member completed school.
School Completed	Enter the six (6) digit school code the member completed. Press F2 for a list of valid school codes. <b>Note:</b> There may be school codes not listed on the help wheel (F2). This may happen when there are new school codes but the SDA II system has not been updated. Enter the new school code anyway.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'School Completed' field. It is a description of the school the member completed. <b>Note:</b> There may be school codes in the system that do not have a Course Title.
Delete School Code	Enter the six (6) digit school code to be deleted.
Completion Date	Enter the completion date of the school code to be deleted.
Course Title	This field is not updateable. It is pre-filled when the user updates the 'Delete School Code' field.

*Continued on next page*

## Change BAH or BAQ/VHA (P606)

---

<b>Purpose</b>	This transaction is used for a member's change in BAH/BAQ status.
<b>Reference</b>	<ul style="list-style-type: none"><li>• CG Pay Manual, COMDTINST M7220.29, Chapter 3</li><li>• Personnel &amp; Pay Procedures Manual, HRSICINST M1000.2A, Chapter 5.</li><li>• ALPERSRU's A/98, H/98, and Z/99.</li></ul>
<b>Transaction Built in SDA II</b>	Change BAH/BAQ or VHA
<b>PMIS Transaction</b>	P606
<b>Policies and Procedures</b>	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none"><li>• <b>A PCS reporting transaction will automatically stop payment of BAH with or without dependents the day prior to the effective date of reporting PCS. Timely submission of this transaction is emphasized since significant pay impact may result for the member.</b></li><li>• <b>Review Government Quarters In Connection with PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table</b> (following pages) when preparing this transaction.</li><li>• <b>Use this transaction</b> for all start or changes in BAH entitlements and/or quarters assignments.</li><li>• <b>PMIS/JUMPS will automatically stop</b> existing BAH entitlements and quarters checkage on the date prior to the effective date of this transaction for all members.</li><li>• <b>If a member is receiving OHA</b>, the Start OHA transaction (P609) is used to start BAH II. It is not necessary to start BAH II with this transaction.</li><li>• <b><u>Changes to inadequate quarters rental charges</u></b> must be done on the Start/Resume Pay and Allowances transaction (P607).</li><li>• <b>Members departing on terminal leave</b> may be entitled to BAH at their last permanent duty station rate during terminal leave. See the government quarters table (following pages).</li><li>• <b>Change in Tax/Mailing address</b> may also be completed in this transaction if necessary.</li></ul>
<b>Fast Path ID and Data Entry</b>	If not creating this transaction in an event, enter "PADJBAQ" for Fast Path ID or press "AJBF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. Then press <GO> or F1 again.

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Change BAH or BAQ/VHA (P606), Continued

### Fast Path ID and Data Entry, Continued

The following screen will appear. Begin completing the fields.

Start/Change BAH, BAQ, VHA and/or Quarters Assign (Screen 1 of 4*)		
000-00-0000	QM3	JONES, RICHARD
Effective Date: <u>01/20/1998</u>	Effective Time: <u>0001</u>	Entry Type:
*Note - If the change in BAH or BAQ status is due to change in dependency, such as divorce or death, please refer to Change in Housing Transaction of the SDA II User Manual to ensure that the effective date is correct.		
BAH/BAQ Code: <u>L</u> BAH Zip Code: <u>66683</u> Start VHA?: <u>No</u>		

Field	Action
Effective Date	Enter the effective date. For changes in government quarters and/or dependency status, see Government Quarters In Connection With PCS Table, Change in Housing Other Than PCS Table, and Spouse in Service Table (following pages).
Effective Time	Same as above for effective date. See tables.
Entry Type	This is not updatable.
BAH/BAQ Code creates the following element codes: <b>01 (always created)</b> <b>02 (if codes I or K is used)</b> <b>11 (if code L or S is used)</b> <b>12 (if codes G, H, or R is used)</b>	Enter correct code. Use the help wheel <F2> for a complete list of BAH/BAQ codes. If code <b>O</b> is used, then no other information on this transaction will be entered. <b>Note:</b> If a code of <b>I</b> or <b>K</b> is used to establish Inadequate Government Quarters, the following screen will appear: <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p>Amount of Rental Charge for Inadequate Government Quarters: <b>000.00</b></p><p>Note: The rental amount shall be the lesser of: (a) the fair rental value of the inadequate quarters, or (b) 75% of BAH Type II at the with dependents rate. For members with a spouse in service who jointly occupy inadequate government quarters, the rental charge will be collected at a rate of 50% from each member. Need to ensure you are entering the correct amount or this transaction will not process through PMIS/JUMPS</p></div>

Field	Action
Amount of Rental Charge of Inadequate Government Quarters <b>element code 02</b>	Enter the amount of rental charge for inadequate quarters.

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

---

## Change BAH or BAQ/VHA (P606), Continued

**Fast Path ID  
and Data Entry,  
Continued**

Field	Action
BAH Zip Code	Enter the BAH Zip Code. See notes 1 and 2. <b>Note 1:</b> This field is completed only if one of the BAH codes L, G, H, R, or S is used. <b>Note:</b> Do not use a FPO or APO zip code. <b>Note 2:</b> For BAH type II Grandfather members (previously BAQ Grandfathered) who are assigned to government quarters enter five zeros (00000). <b>Refer to ALPERSRU's A/98 and H/98.</b>
Start VHA	Enter "N" (no) here. However, if entering VHA information that is prior to 1 January 1998 answer "Y" (yes). If yes is entered here, the effective date of this transaction must be prior to 1 January 1998. SDA II will not allow the user to enter VHA/VHA offset information if the transaction effective date is 1 January 1998 or later. <b>Refer to ALPERSRU's A/98 and H/98</b>

If no other transactions were selected, and you have completed screen 1 of 4 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

**PMIS/JUMPS  
Effect**

Depending upon which BAH entitlement is used, the Change BAH or BAQ/VHA transaction may update the following in PMIS/JUMPS:

- Segments 16, 17, 18, 19, 21, 34, and 35.
- Updates page 4 (Family member Information) of the PMIS screen in the PMIS database.

**Corrections  
and Deletions**

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

**Government Quarters In Connection With PCS**

**Table**

If Government Quarters Are		At the Following Time				And Member's Dependency Status is		Then
Cleared	Assigned	1 or more Days Prior to PCS Departure	On the Actual Day of PCS Departure	After PCS departure but before PCS Reporting	On the Actual Day of Reporting PCS	BAH Grandfather or With Dependents	BAH Child or Without Dependents	
X		X				X See Note 5	X See Notes 1, 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001. .
X			X			X See Note 5	X See Notes 2 and 3	Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time <u>must be</u> 5 minutes later than the Departing PCS transaction.
X				X		X See Note 5		Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
X				X			X	If the member is an E4 over 4 years service, Submit this transaction. Use zip code of unit <u>departing from</u> . Effective date will be the date quarters are cleared. Effective time will be 0001.
	X			X		X	X	Submit this transaction. Effective date will be the date quarters are assigned. Effective time will be 0001. Note: When the member <u>finally reports PCS</u> , you must submit this transaction again. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.
	X				X	X	X	Submit this transaction. Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction. <b>See Note 4.</b>
X					X	X	X	Submit this transaction. Use zip code of the <u>unit reporting to</u> . Effective date will be date reported PCS. Effective time will be 5 minutes later than Reporting PCS transaction.

**Note 1:** Single members (not BAH Child) who vacate government quarters (e.g. Leased housing) and **return** to shipboard berthing or BEQ/BOQ (barracks) prior to PCS departure are entitled to receive BAH Partial only.

**Note 2:** Member must be E-4 over 4 years service. Members E-4 with less than 4 years service and members in pay grades E-1 through E-3 are not entitled to BAH enroute PCS.

**Note 3:** For member's E-4 over 4 years service who are receiving BAH Child and assigned government quarters (BAH code P and Q) submit this transaction using BAH code R to begin BAH without.

**Note 4:** Do not submit two of these transactions on the same day. If the member reports TEMDU PCS and PERMDU PCS on the same day, submit one of these transactions 5 minutes later than the final PERMDU reporting PCS transaction.

**Note 5:** For members receiving BAH Type II Grandfathered start BAH with dependents using BAH code "S". Those Grandfathered members already receiving BAH with dependents (due to living on the economy) will continue to receive BAH with dependents enroute PCS.

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Change In Housing Other Than PCS Table

<b>If.....</b>	<b>Then CG-4170A effective date will be....</b>	<b>And Change In Housing transaction Effective Date/Time Will be.....</b>
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A <b>See Note 1</b> Start CCOLA/COLA transaction (P607) also required
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	<b>See Note 2</b>
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	<b>See Note 3</b>
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA with dependents transactions also required.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) <b>See Note 4</b>	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA w/dependents transactions also required.

**Note 1:** There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

**Note 2:** The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.


**Note 3:** A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

**Note 4:** The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

**Section A**  
**GENERAL TRANSACTIONS**

**Change In Housing Other Than PCS Table, Continued**

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced <b>and has</b> other BAH eligible family members.	Date of final divorce decree	<b>If member</b>	<b>Then</b>
		remains entitled to BAH at the with dependents rate	Change in Housing transaction is not required
		becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 <sup>st</sup> birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 <sup>rd</sup> birthday	Day after CG-4170A with effective time of 0001	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

 **Reminder:** Stop COLA (either CONUS or OUTCONUS) with dependents and start COLA at the single rate when a member's dependency/family member status changes from with dependents to without dependents.

*Continued on next page*



## **Start/Resume Pay and Allowances (Aviation Pay) (P607),** Continued

---

<b>PMIS/JUMPS Effect</b>	<p>The Start/Resume Pay And Allowances (Aviation Pay) transaction updates the following in PMIS/JUMPS.</p> <ul style="list-style-type: none"><li>• Segment 11 (for Aviation Career Incentive Pay)</li><li>• Segment 12 (for Crew Member Flight Pay)</li><li>• Segment 13 (for Noncrew Member Flight Pay)</li><li>• Segment 60 (for Aviation Career Incentive Pay)</li><li>• Updates page 10 (Aviator Information) of the PMIS screens in the PMIS Data Base.</li></ul>
------------------------------	--

---

<b>Corrections and Deletions</b>	<p>Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.</p>
--------------------------------------	---

---

## Start/Resume Pay and Allowances (Diving Duty Pay) (P607)

**Purpose** This transaction is used to start/resume Diving duty pay on a member and to update the Diving Qualification Lapse Date.

**Reference**

- Pay Manual, COMDTINST M7220.29 (series), Chapter 4.
- Diving Policies and Procedures Manual COMDTINST M10560.4 (series)

**Transaction Built in SDA II** Diving Duty Pay Entitlements.

**PMIS Transaction** P607

**Policies and Procedures** Information you need to know about this transaction:

- **Review above references** prior to submitting this transaction
- **If the member will be receiving multiple allowances**, the user may select them by putting a “Y” beside the allowances in this transaction.

**Fast Path ID and Data Entry** If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM1 KIRK JAMES
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

*Continued next page*

## **Start/Resume Pay and Allowances (High Pressure Chamber Hazardous Duty Incentive Pay) (P607), Continued**

---

<b>PMIS/JUMPS Effect</b>	The Start/Resume Pay And Allowances transaction (High Pressure Chamber Hazardous Duty Incentive Pay) updates the following in PMIS/JUMPS.
--------------------------	---

- Segment 49

Does not effect the PMIS screens in the PMIS Data Base.

---

<b>Corrections and Deletions</b>	Corrections and deletions may be made to this transaction and are done in Transaction Review of the SDA II System.
----------------------------------	--

---

## Start, Stop or Change OHA (P609)

---

<b>Purpose</b>	This transaction is used to start, stop, or change Overseas Housing Allowance (OHA).
<b>Reference</b>	<p>OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (<a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>).</p> <ul style="list-style-type: none"><li>• JFTR, par. U9100</li><li>• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.</li></ul>
<b>Transaction Built in SDA II</b>	Start, Stop or Change OHA.
<b>PMIS Transaction</b>	P609
<b>Policies and Procedures</b>	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none"><li>• Review above references prior to submitting this transaction on a member. There are several important policies governing the payment of OHA.</li><li>• All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.</li><li>• Submit this transaction to <u>start</u> OHA.</li><li>• Submit this transaction to <u>change</u> OHA when there is a change in any variable used for the computation of OHA. This includes changes in:<ol style="list-style-type: none"><li>1. A member's dependency status, BAH entitlement or FSH entitlement.</li><li>2. Monthly rental/ownership costs.</li><li>3. The utility indicator.</li><li>4. Rank/Rate due to promotion or demotion (after this change is reflected in PMIS/JUMPS database).</li><li>5. Homeowner/Renter code.</li><li>6. Place of residence.</li><li>7. Number of sharers.</li></ol></li><li>• Do not submit this transaction as a result from changes made to the PDTATAC web site (<a href="http://www.dtic.mil/perdiem/">www.dtic.mil/perdiem/</a>). HRSIC is responsible for these changes.</li></ul>

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Start, Stop or Change OHA (P609), Continued

### Policies and Procedures (cont'd)

- Submit this transaction to stop OHA **except** when OHA is stopped due to:
  1. PCS departure, or
  2. Assignment to Government Quarters.
- OHA will stop automatically when a Departing Endorsement or Change in BAH/change in housing (P606) transaction processes in PMIS/JUMPS assigning a member to government quarters.

### Starting the transaction

If not creating this transaction in an event, enter “PADJOHA” for Fast Path ID or press “AJBH” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. Then press go again. The following screen 1 of 1 will appear.

Overseas Housing Allowance Information (Screen 1 of 1)			
000-00-0000	HS1	BLAKE, ROBERT	
Effective Date: <u>01/05/1998</u>	Effective Time: <u>0001</u>	Entry Type:	
OHA Action: <u>1</u>		BAH II Code: <u>L</u>	
		Enter with Start OHA or if changing dependency status.	
Location Code (from JFTR): <u>AK077</u>	JFTR Rental Ceiling/US \$:	<u>600.00</u>	
Monthly Utility Cost/US \$: <u>650.00</u>	JFTR Utility Indicator:	<u>025</u>	
Homeowner/Renter Code: <u>R</u>	Does Member have Dependents?:	<u>Y</u>	
Number of Sharers: <u>00</u>	Rent in Foreign/US Currency?:	<u>US</u>	
Rent Amount in US Dollars: <u>650.00</u>	MIHA/Miscellaneous/US \$:	<u>600.00</u>	
MIHA/Rent/US \$: <u>650.00</u>	MIHA/Security/US \$:	<u>600.00</u>	

### Data entry

Refer to this table to enter data in the fields.

Field	Entry
Effective Date	For OHA starts or stops, enter the date prescribed in the JFTR, U9100C. For changes, use the date the change took place.
Effective Time	Enter the effective time.
Entry Type	This field cannot be updated.

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Start, Stop or Change OHA (P609), Continued

### Data entry (cont'd)

Field	Entry
OHA Action This field creates element code, <b>01</b> (for start), <b>02</b> (for stop) or <b>03</b> (for change)	Enter the OHA action (1-start, 2-stop, 3-change). <b>Note: If a stop OHA transaction is submitted, no other action/fields are necessary.</b>
BAH II Code	Enter the appropriate BAH II code: G Without dependents; member not assigned government quarters. H Spouse in Service and no other dependents; member not assigned government quarters L With dependents; member not assigned government quarters
Location Code <b>element code 04</b>	Enter the location code. Use the help wheel <F2> or access the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Rental Ceiling <b>element code 05</b>	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
Monthly Utility Cost <b>element code 06</b>	Enter the monthly utility cost before reduction or proration from the PDTATAC web site (www.dtic.mil/perdiem/).
JFTR Utility Indicator <b>element code 07</b>	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/Renter Code <b>element code 09</b>	Enter H (homeowner) or R (renter).
Does member have Dependents?	Enter Y (yes) or N (no) to indicate whether or not the member has dependents. <b>Note: Y creates element code 10 and N creates element code 12 for "Number of Sharers" field below</b>
Number of Sharers. <b>element codes: 10</b> (with dependents), or <b>12</b> (without dependents)	Enter the number of sharers. For a definition of "sharers" for OHA purposes, see chapter 9 of the JFTR.

*Continued on next page*

Section A  
GENERAL TRANSACTIONS

---

## Start, Stop or Change OHA (P609), Continued

---

### Data entry (cont'd)

Field	Entry
Rent in Foreign/US Currency? <b>element code: 14</b> (for US currency)	Enter U (for US currency). <ul style="list-style-type: none"><li>• For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120.</li><li>• For renters enter the monthly amount.</li></ul>
MIHA/Miscellaneous <b>element code 17</b>	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security. <b>Note:</b> This field will not be completed for a <u>change</u> OHA transaction
Rent amount in U.S. dollars. <b>element code 18</b>	Enter the actual rent paid in US dollars. <b>Note:</b> This field will not be completed for a <u>change</u> OHA transaction.
MIHA/Security <b>element code 19</b>	Enter the actual security MIHA US dollars. <b>Note:</b> This field will not be completed for a <u>change</u> OHA transaction

### Completing the transaction

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.

---

### PMIS/JUMPS Effect

The Start OHA transaction (P609) will automatically close the following segments for members who vacate government quarters overseas:

- Segment 16 -- Government quarters, and
- Segment 17 -- BAH II With dependents, or
- Segment 18 -- BAH II Without dependents.

The Start, Stop or Change OHA transaction will update segment 46.

---

### Corrections and Deletions

Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.

---





## Start or Stop Interim Housing Allowance (P609)

<b>Purpose</b>	This transaction is used to pay a member Interim Housing Allowance (IHA).
<b>Reference</b>	<p>OHA rates are accessed via the Per Diem, Travel and Transportation Allowance Committee (PDTATC) web site (<a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>).</p> <ul style="list-style-type: none"><li>• JFTR, par. U9100</li></ul>
<b>Transaction Built in SDA II</b>	Start or Stop Interim Housing Allowance
<b>PMIS Transaction</b>	P609
<b>Policies and Procedures</b>	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none"><li>• Review chapter 9 of the JFTR.</li><li>• All amounts must be entered in U. S. dollars. Convert foreign currency amounts into U.S. dollars using the multiplier for the rate of exchange from the PDTATAC web site.</li><li>• Submit this transaction to <u>start</u> IHA.</li><li>• Submit this transaction to <u>stop</u> IHA.</li></ul>
<b>Starting the transaction</b>	<p>If not creating this transaction in an event, enter “P609-IHA” for Fast Path ID or press “AJBJ” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press &lt;GO&gt; or F1. Then press go again. The following screen 1 of 1 will appear.</p>

Interim Housing Allowance Information (Screen 1 of 1)		
000-00-0000	LT	MCINTOSH, JILL
Effective Date: <u>01/12/1998</u>	Effective Time: <u>0001</u>	Entry Type:
Interim Housing: <u>1</u>		
Location Code (from JFTR): <u>AK077</u>	JFTR Rental Ceiling: <u>500.00</u>	
Monthly Utility Cost: <u>500.00</u>	JFTR Utility Indicator: <u>025</u>	
Homeowner/Renter Code: <u>R</u>	Enter number of Sharers: <u>01</u>	
Rent in Foreign/US Currency?: <u>500.00</u>	Rent amount in US Dollars: <u>500.00</u>	
MIHA/Miscellaneous: <u>500.00</u>	MIHA/Rent <u>500.00</u>	
MIHA/Security: <u>500.00</u>		

*Continued on next page*

Section A  
GENERAL TRANSACTIONS

## Start or Stop Interim Housing Allowance (P609), Continued

**Data entry** Refer to this table to enter data in the fields.

Field	Action
Effective Date	Enter the effective date. See the JFTR, Chapter U9100C.
Effective Time	Enter the effective time.
Entry Type	This is not updateable.
IHA Action This field creates <b>element codes:</b> <b>04</b> (for start IHA) or <b>16</b> (for stop IHA)	Enter the IHA action (1-start, 2-stop).  <b>Note: If a stop IHA transaction is submitted, no other action/fields are necessary.</b>
Location Code (from JFTR) <b>element code 04</b>	Enter the location code. Use the help wheel <F2> or see the PDTATAC web site ( <a href="http://www.dtic.mil/perdiem/">www.dtic.mil/perdiem/</a> ).
JFTR Rental Ceiling <b>element code 05</b>	Enter the JFTR rental ceiling before reduction or proration from the PDTATAC web site ( <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a> ).
Monthly Utility Cost <b>element code 06.</b>	Enter the monthly utility cost before reduction or proration from the PDTATAC web site ( <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a> ).
JFTR Utility Indicator <b>element code 07</b>	Enter the JFTR utility indicator. Use the help wheel <F2> for a list of utility indicator's.
Homeowner/ Renter Code <b>element code 09</b>	Enter H (homeowner) or R (renter).

*Continued on next page*

## Start or Stop Interim Housing Allowance (P609), Continued

---

### Data entry (cont'd)

Number of Sharers. <b>element codes: 10</b> (with dependents), or <b>12</b> (without dependents)	Enter the number of sharers. For a definition of “sharers” for IHA purposes, see chapter 9 or the JFTR.
Rent in Foreign/US Currency? <b>element code:</b> <b>14</b> (for US currency)	Enter U (for US currency). For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120. Renters enter the monthly amount. Convert foreign currency amounts to U.S. using the rates of exchange contained on the PDTATAC web site ( <a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a> ).
MIHA/ Miscellaneous <b>element code 17</b>	Enter the miscellaneous MIHA in US dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA/security.
Rent amount in US dollars. <b>element code 18</b>	Enter the actual rent paid in US dollars.
MIHA/Security <b>element code 19</b>	Enter the MIHA security amount paid in US dollars.

---

<b>Completing the transaction</b>	When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to SDA II main menu. Your transaction is complete.
-----------------------------------	--

---

<b>PMIS/JUMPS Effect</b>	The Start or Stop IHA transaction updates the following in PMIS/JUMPS: <ul style="list-style-type: none"><li>• Segment 46</li><li>• It has no effect on the PMIS screens in the PMIS database.</li></ul>
--------------------------	--

---

<b>Corrections and Deletions</b>	Corrections and deletions may be made to this transaction and are done in transaction review of the SDA II System.
----------------------------------	--

---


Section A  
GENERAL TRANSACTIONS

## Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in Dependency/** BAH-Dependency-Emergency Data (Screen 1 of 3\*) should appear.  
**Emergency Data**  
**Transaction, Continued**

BAH-Dependency-Emergency Data (Screen 1 of 3*)			
000-00-0000	YNC	DOE, JOHN	
Effective BAH Date: <u>01/23/1998</u>		Type Entry:	
Place of Marriage:			
Country: <u>US</u>	City: <u>TOPEKA</u>	State: <u>KS</u>	Marriage Date: <u>01/23/1998</u>
Relationship Code: <u>1</u>			
BAH Dependents: <u>1</u>			
Date Signed: <u>01/23/1997</u>		Submission: <u>Initial</u>	
Are there other Life Insurance Companies?: <u>Y</u>		By Law: <u>N</u>	

The following is a list of fields on Screen 1 of 3\* and the action to be taken on each field:

Field	Action
Effective BAH Date (Use Change in Dependency Status Table on page 2-A-225 to determine the effective date)	This field must only be used if there is a dependency change or if submitting this transaction when accessing a new member into the system.  <b>Note:</b> This field should be left blank if submitting the transaction due to a change in address on the CG-4170A or a change in the emergency data/SGLI information.
Type Entry	This field cannot be updated.
Place of Marriage Country, City and State	If member is married, enter the Country, City and State the member was married in.
Marriage Date	If member is married, enter the date the member was married.
Relationship Code	Enter the relationship code on the member. Press F2 for a list of valid relationship codes.
BAH Dependents	Enter the total number of dependents the member has for BAH purposes. <b>Note 1:</b> If a member has a spouse and this transaction is being prepared for divorce and a member has no other dependents, indicate '0'. <b>Note 2:</b> If a member has a spouse-in-service, with no other dependents, indicate '0'.  <b>Reminder:</b> A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.
Date Signed	This field will be the date the member signs the CG-4170A, but normally this field will be left blank and the member will fill in this block when he/she signs the CG-4170A.

*Continued on next page*

Section A  
GENERAL TRANSACTIONS

## Change in Dependency/Emergency Data/SGLI (CG-4170A), Continued

**Change in  
Dependenc  
y/Emergen  
cy  
Data  
Transaction,  
Continued**


Field	Action
Submission	This field must remain at 'INITIAL'.
Are there other Life Insurance Companies?	Enter 'Y' if member has other life insurance policies, otherwise leave at 'N'.
By Law	If member is requesting SGLI designation be made by Law, then enter 'Y'. <b>Note:</b> Members should be encouraged to name a specific beneficiary. <b>Use of "By Law" designation should be discouraged.</b>

Once you have entered the information on Screen 1 of 3\*, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3\*.

BAH-Dependency-Emergency Data (screen 2 of 3*)			
000-00-0000		YNC	DOE, JOHN
Unique ID	Last Name	First Name	Relation

Use the table below to determine what you should do next.

To	Then
add a family member or person for Emergency Data/SGLI purposes.	Press F3
change information on an existing family member or existing person who is on the CG-4170A for Emergency Data/SGLI purposes.	Highlight the family member or person and press <GO> or F1.
delete an existing record.	Highlight the family member or person and press the F10 key. The system will ask you if you want to delete the highlighted record. Press 'Y' for Yes and press <GO> or F1.

 **Reminder:** A P607 for CONUS COLA is required when adding an initial family member (e.g. Member becomes entitled to BAH with dependents) or removing all BAH eligible family members.

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## Change In Dependency Status Table

<b>If.....</b>	<b>Then CG-4170A effective date will be....</b>	<b>And Change In Housing transaction Effective Date/Time Will be.....</b>
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A <b>See Note 1</b> Start CCOLA/COLA transaction (P607) also required
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	<b>See Note 2</b>
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	<b>See Note 3</b>
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA with dependents transactions also required.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date CG-4170A is prepared	Not required
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) <b>See Note 4</b>	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Stop CCOLA/COLA w/o dependents and start CCOLA/COLA w/dependents transactions also required.

**Note 1:** There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

**Note 2:** The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.


**Note 3:** A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

**Note 4:** The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

**Section A**  
**GENERAL TRANSACTIONS**

**Change In Dependency Status Table,  
continued**

When.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....	
Member gets divorced, and has no other BAH eligible family members.	Date of final divorce decree	Day after CG-4170A with effective time of 0001	
Member gets divorced <b>and has</b> other BAH eligible family members.	Date of final divorce decree	<b>If member</b>	<b>Then</b>
		remains entitled to BAH at the with dependents rate	Change in Housing transaction is not required
		becomes entitled to BAH at a rate other than the with dependents rate (e.g. BAH Differential)	Day after CG-4170A with effective time of 0001
Death of family member and member has no other BAH eligible family members.	Date of death	Day after CG-4170A with effective time of 0001	
Family member child becomes of age (and is not incapacitated or a full time student) and member has no other BAH eligible family members.	Day prior to the child's 21 <sup>st</sup> birthday	Day after CG-4170A with effective time of 0001	
Full time student family member child becomes of age (and is not incapacitated) and member has no other BAH eligible family members.	Day prior to the child's 23 <sup>rd</sup> birthday	Day after CG-4170A with effective time of 0001	
Family member child marries and member has no other BAH eligible family members.	Date of child's marriage	Day after CG-4170A with effective time of 0001	
Annulment and member has no other BAH eligible family members.	Day prior to the annulment	Day after CG-4170A with effective time of 0001	
Removal of legal "ward" and member has no other BAH eligible family members.	Date of court ordered removal	Day after CG-4170A with effective time of 0001	
Family member adopted by third party and member has no other BAH eligible family members	Day prior to date of adoption	Day after CG-4170A with effective time of 0001	
Another person or family member who was "in fact" dependent on the member for support, but is no longer a dependent for BAH purposes and the member has no other BAH eligible family members.	Day prior to date dependency status ceases	Day after CG-4170A with effective time of 0001	
Spouse enters active military service and member has no other BAH eligible family members.	Day prior to the date spouse enters military service	Day after CG-4170A with effective time of 0001	
Initial entry of family member child into active military service and the member has no other BAH eligible family members.	Day prior to family member child's entry into military service	Day after CG-4170A with effective time of 0001	

 **Reminder:** Stop COLA (either CONUS or OUTCONUS) with dependents and start COLA at the single rate when a member's dependency/family member status changes from with dependents to without dependents.

## Tax Information-Mailing Address (L6EB)

---

**Purpose** This transaction is used to establish or change a member's current mailing address.

**Reference** • CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8

**Transaction** Tax Information-Mailing Address  
**Built in**  
**SDA II**

**PMIS** L6EB  
**Transaction**

**Policies and Procedures** Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Complete this transaction when a regular or reserve member's mailing address changes. **It is very important for all Coast Guard members to keep their mailing address current. Monthly and/or annual mailings to Coast Guard members are sent to the member's current mailing address indicated in segment 66 of PMIS/JUMPS (i.e., IRS Form W-2).**
- Submit this transaction at least 60 days prior to non-disability retirements or departure on terminal leave in connection with non-disability retirements.
- Submit this transaction at least 45 days prior to regular separations or departure on terminal leave in connection with regular separations (i.e., RELAD or Discharge).

**Fast Path ID and Data Entry** If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press 'GO' or "F1". The following screen will appear.

**If creating this transaction in an event, this screen will not appear.**

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
	<u>N</u>	Members state taxes
	<u>N</u>	Member's federal taxes

---

*Continued on next page*



**Section A**  
**GENERAL TRANSACTIONS**

## Tax Information-Mailing Address (L6EB), Continued

**Fast Path ID and Data Entry, Continued** Enter 'Y' (yes) under Options beside Member's tax mailing address. Your screen should now look as follows.

**If creating this transaction in an event this screen will not appear.**

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Stat	Options	Transactions
I	Y	Member's tax mailing address
	N	Members state taxes
	N	Member's federal taxes

Now press <GO> or <F1>. The following screen 1 of 1 will appear. Begin completing the fields.

Tax Information-Mailing Address (Screen 1 of 1)		
000-00-0000	SK2	JONES, JAMES
Effective Date:	02/19/1998	Type:
Citizenship Code:	C	
Current Mailing Address		
Street:	300 MAIN STREET	
City:	MERIDEN	St: KS ZIP/Postal: 66619

Field	Action
Effective Date	Enter the date this transaction is prepared. If the transaction is being submitted after a member has separated, use the day prior to separation as the Effective Date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
Current Mailing Address	Enter the Street address, City, State and Zip Code. <div><div><b>STREET:</b> Enter the Number and Street or Rural Route. Enter "General Delivery" if there isn't a street address or rural route. <b>CITY:</b> Enter the city or town. For foreign country addresses enter the city or town and country. For FPO and APO addresses, enter FPO or APO in this item as applicable. <b>STATE:</b> For foreign country addresses, enter alpha "OO" and <u>not</u> numerical "00". For FPO and APO addresses, use either AE, AA, or AP as applicable. See State and U. S. Possession Abbreviation Codes in enclosure (9) of the Personnel and Pay Procedures Manual. <b>ZIP/POSTAL:</b> For foreign country address, enter all zeroes.</div></div>

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

## State Tax Information (L6EB), Continued

**Fast Path ID  
and Data  
Entry,  
Continued**

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	BM1	DOE, JANE
Stat	Options	
Transactions		
<u>N</u>		Member's tax mailing address
<u>N</u>		Members state taxes
<u>N</u>		Member's federal taxes

Enter 'Y' (yes) under Options beside Member's state taxes. Your screen should now look as follows.

Tax Information Transactions (Screen 1 of 1)		
000-00-0000	BM1	DOE, JANE
Stat	Options	Transactions
	<u>N</u>	Member's tax mailing address
<b>I</b>	<u><b>Y</b></u>	Members state taxes
	<u>N</u>	Member's federal taxes

Now press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

State Tax Information Screen (Screen 1 of 2)	
000-00-0000	BM1 DOE, JANE
Effective Date: <u>02/01/1998</u>	Type:
Citizenship Code: <u>C</u>	
City/Town of Legal Residence: TOPEKA	
State of Legal Residence: KS	
Enter 'E' if this is a taxing state that exempts members from paying state taxes when not residing in state: <u>No</u>	

Field	Action
Effective Date	Enter the first day of the current processing month (i.e. 02/01/2000), unless the member is accessing into the Coast Guard. If entering the Coast Guard, use date of entry as the effective date.
Type	This is not updateable.
Citizenship Code	Enter the member's citizenship code. Use the help wheel <F2> for a list of codes.
City/Town of Legal Residence	Enter the City/Town of Legal Residence. Leave blank for nonresident aliens, except when the member is terminating nonresident alien status. If the member is a resident of Guam or American Samoa and does not have a city of legal residence, enter "NA".

**Section A**  
**GENERAL TRANSACTIONS**

## State Tax Information (L6EB), Continued

Fast Path ID and Data Entry, Continued	Field	Action
	State of Legal Residence	Enter the state of legal residence. Use the help wheel <F2> for a list of states. Or see Enclosure 9 of the Pay and Personnel Procedures manual. Leave blank for nonresident aliens, except where the member is terminating non-resident alien status.
	Enter 'E' If this is a taxing state that exempts	Enter "E" (exempt) if the member is a resident of a taxing state that exempts members from paying state taxes when not residing in state. <b>Refer to the "State Tax Listing" outlined in Chapter 8-B of the Pay and Personnel Procedures Manual.</b>

When you have completed screen 1 of 1 above, press <GO> or <F1>. The following screen 1 of 2 will appear. Begin completing the fields.

**This screen will not appear if the member is "exempt" from  
paying state taxes when residing in another state**

State Tax Information Screen (Screen 2 of 2)		
000-00-0000	BM1	DOE, JANE
Marital Status: 4		
No. State Exemptions Claimed: 03		
State Exemptions Claimed Amount: —		
Additional Withholding: —		

Field	Action
Marital Status	Enter the member's tax state marital status. Use the help wheel <F2> for a list of marital status codes. Leave blank for nonresident aliens.
No. State Exemptions Claimed	Enter the number of state exemptions claimed. Leave blank for nonresident aliens.
State Exemptions Claimed Amount	If applicable, enter the number of state exemptions claimed. Leave blank for nonresident aliens.
Additional Withholding	If applicable, enter the dollar amount of additional withholding (i.e., 030 =\$30). Leave blank for nonresident aliens.

When you have completed screen 1 of 2 above, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS Effect** The State Tax Information transaction updates the following in PMIS/JUMPS:

- Segment 66 and has no effect on the PMIS screens in the PMIS Data base.

**Corrections and Deletions** Corrections and Deletions may not be made to this transaction.

**Section A**  
**GENERAL TRANSACTIONS**

---

## **Federal Tax Information (L6EB)**

---

**Purpose** This transaction is used to establish or change a member's current federal tax status.

---

**Reference**

- CG Personnel & Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 8
- CG Pay Manual, COMDINST M7220.29, Chapter 8

---

**Policies and Procedures** Information you need to know about this transaction:

- If submitting this transaction in conjunction with a member first entering the Coast Guard, reporting to a new duty station, or separating or retiring from the Coast Guard, complete this transaction in the appropriate event.
- Submit this transaction when a member:
  1. Changes citizenship status. (Ensure supporting documentation is submitted)
  2. Files a new IRS Form W-4 (except for those prepared as part of the retirement package).
  3. Files a new IRS Form W-5 (Nonresident aliens cannot claim advance payment of earned income credit).
  4. Is a nonresident alien and changes actual marital status. (Ensure supporting documentation is submitted).

---

**Special Reporting to IRS** Under IRS regulations, if member claims more than 10 withholding allowances, or claims exemption from federal tax withholding, a copy of the member's IRS Form W-4 must be filed with the IRS. The PERSRU shall provide a copy of the member's W-4 to HRSIC, who shall forward to the IRS via cover letter. Members claiming exemption from federal withholding must file a new IRS Form W-4 each year by 15 February.

---

**Fast Path ID** If not creating this transaction in an event, enter "mipatax" for Fast Path ID or press "AJAI" from the Main Menu Screen in SDA II.

---

**Data Entry** Follow these steps to complete the transaction.

Step	Action
1	Enter the member's SSN or last name and press <F1>.
2	Enter 'Y' (yes) under Options beside Member's federal taxes
3	Press <F1>. Screen 1 of 1 will appear.
4	Complete the fields as follows.

---

*Continued on next page*

**Section A**  
**GENERAL TRANSACTIONS**

**Federal Tax Information (L6EB), Continued**

<b>Field</b>	<b>Enter</b>
Effective Date	The first day of the current processing month (i.e., 03/01/2000), unless the member is accessing into the Coast Guard. <ul style="list-style-type: none"><li>• If entering the Coast Guard, use date of entry as the effective date.</li></ul>
Type	This field cannot be updated.
Citizenship Code	The member's citizenship code. <ul style="list-style-type: none"><li>• Use the help wheel &lt;F2&gt; for a list of codes.</li></ul>
Marital Status	Member's Marital status. <ul style="list-style-type: none"><li>• Use the help wheel &lt;F2&gt; for a list of codes.</li></ul>
Number of Allowances Claimed	The number of allowances claimed by the member on IRS Form W-4. <ul style="list-style-type: none"><li>• Use two digits; e.g., 02 for two allowances.</li><li>• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico <b>cannot</b> claim more than ONE allowance on Form W-4.</li></ul> <p>Note: A copy of the member's IRS Form W-4 shall be sent to HRSIC (SES) if the member claims 11 or more withholding allowances.</p>
Additional Withholding	Enter dollar amount of additional withholding (i.e., 030 = \$30). <ul style="list-style-type: none"><li>• Nonresident aliens who are not residents of Canada, Mexico, or Puerto Rico <b>cannot</b> claim additional federal withholding.</li><li>• If the member is not claiming additional withholding, leave blank.</li></ul>

*Continued on next page*

Section A  
GENERAL TRANSACTIONS

## Payment Option Election (L6GB), Continued

**Fast Path ID and Data Entry, (Cont'd)** If not creating this transaction in an event, enter “mipapoe” for Fast Path ID or press “AJAC from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press ‘GO’ or ‘F1’”. Then press ‘GO’ or ‘F1’ again. The following screen 1 of 2\* will appear.

Field	Action
Effective Date	Enter the first day of the pay period (i.e., 1 <sup>st</sup> or 16 <sup>th</sup> of the month) when the member wishes the payment option to be effective. This will be determined by PMIS/JUMPS payroll cutoffs. For example, If you are submitting this transaction on 10 April 1998, the earliest effective date that can be used is 16 April 1998. The change will be effective with the 1 May 1998 payday. For accessions, the effective date must be on or after the date of accession and either the 1 <sup>st</sup> or 16 <sup>th</sup> of the month. <b>Exception:</b> TRACEN Cape May (Recruit PERSRU), NOAA PERSRU, and CG Academy (Cadet PERSRU) may use the accession date if necessary to ensure timely submission to effect EFT without regard to payroll cutoffs.
Enter Payment Option	Enter the payment option the member has selected (Options 1, and 3 are for HRSIC only). <u>If option 1 or 2 is entered, you will return to the SDA II main menu. Your transaction is complete.</u> <b>However, If options 3 or 4 are entered, screen 2 of 2 will appear. You must complete the fields. See next page.</b>

**Note:** If Option 3 or 4 was selected, one of the following screens 2 of 2 will appear. Complete the fields.

### Example 1 Option 3-Mail Check to NonWork Address (Screen 2 of 2)

Mail Check to Non-Work Address (Screen 2 of 2)			
Address: <u>340 W. Randolph Street</u>			
City: <u>Topeka, KS</u>	St: <u>KS</u>	Country: <u>US</u>	ZIP/Postal: <u>66628</u>

Field	Action
Addresses	Enter the number and street. Use ‘General Delivery’ if there isn’t a street, avenue, or RFD address.
Country	Enter the country code. Use the help wheel <F2> for a list of codes.
City	Enter the City.
State	Enter the State code. Use the help wheel <F2> for a list of codes.
Zip/Postal	Enter the zip code.

When you have completed screen 2 of 2 above for option 3, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

*Continued on next page*

## Payment Option Election (L6GB), Continued

---

### Fast Path ID and Data Entry, Continued

#### Example 2    Option 4-Direct Deposit (Screen 2 of 2)

Direct Deposit (Screen 2 of 2)	
Account Type:	<u>  C  </u>
Account Number:	<u> 123456 </u>
Routing Number:	<u> 98765432 </u>
Check Digit:	<u>  2  </u>

Field	Action
Account Type	Enter 'C' for checking or 'S' for savings.
Account Number	Enter the member's account number.
Routing Number	Enter the financial institution's eight digit routing number. The routing number can be verified by using the I1 Menu Option in AMDAHL.
Check Digit	Enter the one digit check digit. The check digit can be verified by using the I1 Menu Option in PMIS/JUMPS Online Inquiry.

When you have completed screen 2 of 2 above for option 4, press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

**PMIS/JUMPS Effect**    The Payment Option Election transaction updates the following in PMIS/JUMPS:

- Segment 71
- Has no effect on the PMIS screens in the PMIS Data base.

**Corrections and Deletions**    Corrections and Deletions may not be made to this transaction. Once submitted, this transaction cannot be corrected or deleted. To correct an error, a new POE transaction with an effective date later than the effective date of the original POE must be submitted.